

INDIANA DEPARTMENT OF CHILD SERVICES

PROBATION SERVICES MANUAL

Chapter 2: Placements Effective Date: 9/30/2016

Section 2: Emergency Shelter Care Version: 1

GUIDANCE			

Emergency Shelter Care

IC 31-37-22-5

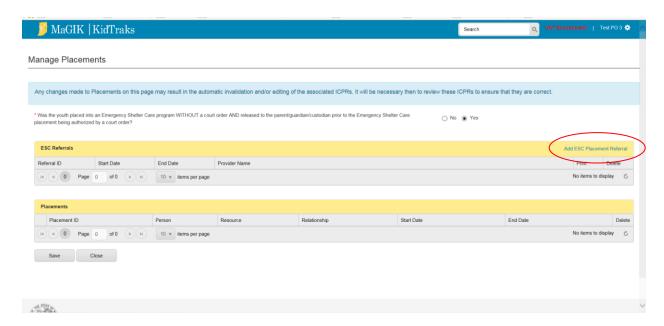
Placement of child in public or private facility for children

Emergency Shelter Care Placements may be entered under "ESC Referrals" and/or the "Placements" page, depending on whether there was a court order for the youth to be removed from the home and placed in a facility.

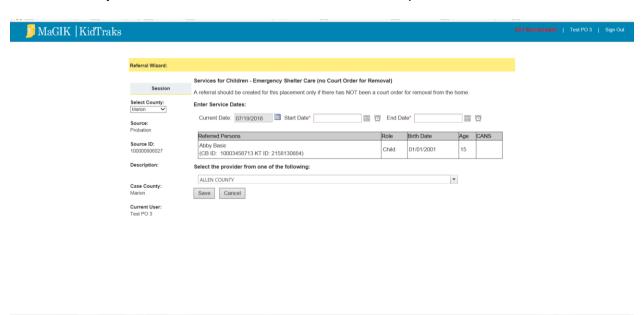
To add a placement, click on the "Placements" section and answer the question, "Was the youth placed into an emergency shelter care program WITHOUT a Court Order AND released to a parent/guardian/ custodian prior to the emergency shelter care placement being authorized by a Court Order?"

- "Answer "YES": If the youth was placed in Emergency Shelter Care without a court order (e.g. by Law Enforcement) and there was no court order that sanctioned the removal (i.e. at a Detention Hearing within 48 hours of the removal), the answer to the question is "No" and only the "ESC Referrals" grid is displayed. Continue to the instructions immediately below for this process.
- Answer "NO": If the youth was legally removed from home, either by a court order at the time of placement or at a Detention Hearing within 48 hours of the placement, the answer to the question is "Yes" and the "Placements" grid is displayed. The court order must include findings that it was in the child's best interest to be removed and would be contrary to his/her welfare to remain in the home, that reasonable efforts were made to prevent the removal OR no reasonable efforts were required due to the emergency nature of the situation and that the responsibility for placement and care was given to the Probation Department. Continue to Section 2: Initial Placement for instructions on this process.

Once "Yes" is selected, the only action that can be taken is to click on the blue "Add ESC Placement Referral." This will allow the PO to enter an ICPR for the ESC stay without having to provide the income, hearing, and permanency plan information. As this is not a legal removal, eligibility for federal funding is not required.



This will take you to the Referral Wizard where the ESC placement can be entered.

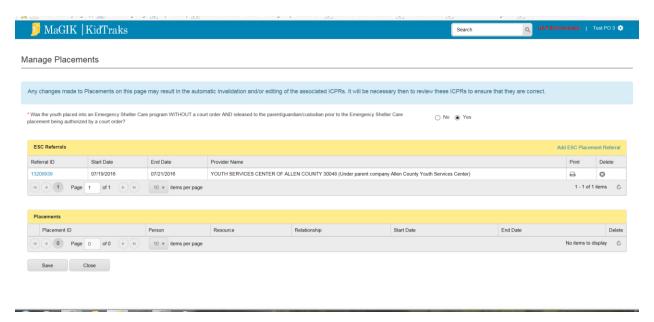


It is critical that both the date and time be set on the Start Date and End Date fields for an ESC. Use the calendar to set the date and the clock to set the time. Provider payment is based on the number of hours that the youth remained in this setting. Then select from the drop down the provider of the shelter care. These are listed alphabetically; scroll to find and select the appropriate provider.

Upon clicking "Save", the ICPR is created and the data is saved to the Placement tab. If services need to be authorized for the youth/family, simply return to the Case

Information page to use the KT Service Referral wizard. A single case can be used to authorize both services and the ESC placement.

If the youth were to be legally removed at a later time when the case is still open/active with an ESC and/or services, simply change the answer to "NO" that the child is now being legally removed and placements can be added to the case as well.



If the ESC placement referral has been created in error or it is later determined that it was a legal removal and needs to be created as a placement, simply click the delete circle on the right hand side of the ESC grid to delete the ICPR and set the answer to "No" for: "Was the youth placed into an emergency shelter care program WITHOUT a Court Order AND released to a parent/guardian/ custodian prior to the emergency shelter care placement being authorized by a Court Order?"